



EMPLOYMENT APPLICATION FORM

Please complete the following and return to jobs@mbc.wa.edu.au, or via post to the College, PO Box 4116, Mandurah North WA 6210 by the submission date.

Please label your application clearly with the position applied for.

Please note only applications that have completed all of the below criteria will be submitted for consideration.

- a) Personal Details
 - Name
 - Address
 - Telephone/Mobile numbers (please identify preference contact)
 - Copy of Teachers Registration Board (WA) *If applying for a teaching position
 - Copy of Working with Children Check card
 - How you obtained knowledge of the position (Seek.com, newspaper, MBC staff. etc.)
- b) Qualifications
- c) Experience in the last five years
- d) Explain briefly how you became a Christian (*no more than 500 words*) Which Church do you attend? List your involvement in your Church over the last 3 years including your current responsibilities/areas of Christian Ministry (*no more than 500 words*)
- e) What would you consider to be your qualities for being in the Ministry of a Christian Teacher/Administrator? (*no more than 500 words*)
- f) What contribution would you be able to make to the School? (*no more than 500 words*)
- g) What professional learning have you engaged with recently? How have you applied it to your teaching/career? (*no more than 500 words*)
- h) What has been the most significant achievement in your career in the past 3 years? (*no more than 500 words*)
- i) Your application is also to be accompanied by:
 - Curriculum Vitae
 - Reference/testimonials (for work and character) or Names and Addresses of two Referees
 - Written Reference from your Church Pastor/Minister (if the position deadline does not allow you adequate time to obtain a written reference, please include your Church Pastor/Ministers email address and phone number instead)
 - Copies of your Academic record
 - Copy of your Australian birth certificate/Passport/VISA

Please note:

Mandurah Baptist College is committed to being a child safe organisation and will demonstrate its leadership and commitment to student safety and wellbeing through the implementation of the National Principles for Child Safe Organisations. Applicants' identity, references and qualifications will be checked and verified.

Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian gospel to children, you will be asked your personal views on faith issues. Given the Christian nature of the College and the expectations of all who enrol, the attached statement of faith is a prerequisite.

STATEMENT OF FAITH

Foundational Principles

- Jesus Christ alone is head of the Church.
- The Church is the community called into being by God. In both its universal and local expressions, it consists of persons who have personally and knowingly accepted Jesus Christ as Saviour and Lord and have pledged themselves to worship, follow and service him as a priestly community.
- By his high priestly ministry, Jesus Christ has won the right for every believer to approach God directly through him.
- Jesus Christ is the supreme authority in all matters of faith and conduct in the life of both churches and individuals.
- He has given to all churches and to every individual the right and responsibility to understand and to do God's will. Therefore, being accountable to God, Christians are not to despise their fellow believers but to accept one another as Christ's servants, allowing each other freedom of conscience.
- God has given to human governments the right and responsibility to promote what is just and good but not to coerce belief or practice contrary to conscience.

Beliefs of Christian Faith

- There is only one God. He is infinitely good and great, and has revealed himself to be personal and triune in essential being, eternally existing as Father, Son and Holy Spirit.
- God speaks to us through the bible, the sixty six Scriptures of the Old and New Testaments. Being God-breathed they are fully trustworthy and supremely authoritative for what we believe and how we are to live.
- God created the heavens and the earth and all that exists in them. He continues to care for and govern his creation, working out his purposes for all he has made.
- In creating humans, male and female, in his likeness God intended that we should live in fellowship with him. However, tempted by Satan, God's adversary, the first man and woman disobeyed God. The effect of their sin spread so that we all sin, falling short of our responsibility to love God and neighbour and care for the world.
- Despite our sin which alienates us from God and rightly deserves his judgment, God, because of his grace and great love for all people, sent his son into the world to save us.
- The incarnate son, Jesus of Nazareth, was conceived by the Virgin Mary through the Holy Spirit. Fully human and fully divine, he lived on earth a sinless life of perfect obedience. He died on the cross as a sacrifice on our behalf and in our place, redeeming us from the penalty and power of sin and triumphing over Satan. He was raised bodily from the dead and ascended to his Father's presence where he lives forever as our great High Priest and reigns as Lord of all.
- The Gospel, the good news concerning Jesus Christ and his reconciling work, is God's powerful way of bringing salvation. All who respond in repentance and faith God sets right with himself, forgiving and cleansing them from sin and giving them his Holy Spirit and eternal life.
- The Holy Spirit gives new life to all believers and resides in them permanently empowering for life and witness. He makes them holy and enables them to grow into the likeness of Christ. Through the Spirit God grants all his people various gifts for the well-being, functioning and mission of the Church.
- All Christians are commanded to love God with all their heart, mind and strength, and their neighbours as themselves. What love means in practice, we discover through searching the Scriptures, which reveal God's character and will. Such love

includes the responsibility of every Christian to participate in the proclamation of the good news throughout the world.

- While all believers belong to the universal church, God gathers them into local churches which exist to worship and serve him. Jesus Christ, the head of the church, has established both baptism and the Lord's Supper.
- Jesus Christ will return visibly and victoriously from his Father's presence to complete his conquest of sin and evil. All people, both believers and unbelievers, will be raised bodily and be judged by God. Believers will enjoy eternal blessedness in God's presence, while unbelievers will suffer the eternal punishment of exclusion from his presence. The whole creation will be so transformed that righteousness will characterize the new heavens and the new earth forever.

This Statement aims to give us all a common starting point and to underline the Christian ethos of the College. It is the basis on which we will view one another, our students and their families, and our framework for grappling with contentious issues in our community and the world.

STATEMENT OF PRINCIPLES AND BELIEFS OF CHRISTIAN FAITH

I have read the Statement of Principles and Beliefs of Christian Faith for Mandurah Baptist College. I fully support the intent and spirit of the document and in signing this Statement of Principles and Beliefs of Christian Faith; I give evidence of my personal relationship with Jesus Christ.

SIGNATURE

DATE

SUBMISSION OF APPLICATION

I hereby submit my application to Mandurah Baptist College and agree to the contacting of my referees for further information in support of this application.

SIGNATURE

DATE

TEACHING STAFF – JOB DESCRIPTION

All members of Mandurah Baptist College, whether their responsibility lie in the academic or in the support areas have special knowledge and skills to effectively carry out their roles. It is important that each person understands the parameters of his or her responsibilities, has a sense of independence and autonomy, acknowledge accountability to the senior person in their area and can experience both challenge and satisfaction in his or her work.

The following guidelines, adapted from a list for staff in Independent Schools, are intended to help us to ensure that the aims and goals of the school are reflected in our procedures.

A. General Points

1. Be interested in the students as people. Be willing to give individual help in your subject and in any other way you can.
2. Encourage an atmosphere of friendliness, co-operation and respect for other people.
 - Maintain a positive approach to life. The manner in which members of staff treat other people - teachers, students, parents, visitors, is very important in speech, attitude and behaviour.
 - Do not criticize or allow criticism of other staff or students.
 - Be careful in what you say and how you say it. Take care not to believe the worst in people and circumstances. Check for the truth.
 - Avoid giving any cause for people to feel they have been belittled, "looked down upon", disregarded, or brushed aside.
3. The tone of the school depends largely on the example set by staff and their encouragement of certain behaviour. There needs to be a good balance between informality and formality.
4. Students and Staff are not permitted to smoke. No one should smoke in any part of the school.
5. Social functions for staff assist the development of positive and productive relationships between staff members.

B. General Professional Points

1. Work co-operatively with the Principal and other staff to ensure the happy and smooth running of the School.
2. Keep yourself informed of educational developments - by professional reading, membership of subject associations and attendance at in service courses and conferences.
3. Contribute to thinking and discussion on educational issues which affect not only your own subject, but also those which are of wider importance to our students.
4. Attend and contribute to Staff Meetings. Keep meeting minutes, summaries and copies of staff notices filed for future reference.
5. Attend assemblies and other functions of the whole school; religious, sporting and social.
6. Attend Parent/Teacher meetings concerned with the students you teach.
7. Support your form's activities.
8. It is much better to talk with Heads of Departments, Year Coordinator, Deputy Principal and parents early rather than late. Do not let problems develop in school work or conduct.

9. Some parents may not have legal access to their children. Please check with Principal or Administration if you are unsure.

C. Academic Points

1. Teach effectively. Prepare the overall program and each lesson appropriately. Plan carefully for what the students will be required to do, making sure the methods used will fulfil our aims and contribute to effective learning.
2. Provide an environment for sound learning, for arousing interest, gaining attention, improving concentration, requiring active participation and stressing reinforcement. Ensure appropriate and adequate materials and careful sequencing of events. Recognize and provide for individual differences in students.
3. Use suitable methods of evaluation so that both teacher and student will know how effective a program has been and what are the strengths and weaknesses in teaching and learning.
4. Require work to be completed and handed in by a nominated date. Notes concerning homework not being done, or not being handed in on time should be sent to parents. A special form is available for this purpose. Teachers should advise the Head of Learning Area of problems.

It is school policy that students be encouraged to do homework. If this includes long research assignments, please be sure that aims, content, format and procedures are made very clear and are understood by each student, that the work required is realistic (suitable information, readily available, in sufficient quantity) and that all that is required is worth doing.

5. Evaluate sufficiently frequently to have a reliable record of each student's progress in comparison with his/her performance on earlier occasions and in comparison with other students.
6. If work is set well ahead of the date due have a system of checking that satisfactory progress is being made throughout the time allowed. Extensions of time may be given as set out by the subject department for lower school or in the upper school assessment guidelines.
7. Require good standards of presentation, but ensure that striving for good presentation does not diminish the quality of the content.
8. Mark effectively and set the example of promptness by returning work to the students as soon as possible.
9. Work cooperatively with other teachers teaching the same subject to other classes, and with other teachers teaching other subjects to the same students. Plan your work cooperatively where this is needed, being guided in choice of topics and methods by the staff member in charge of the subject or department.
10. Up-to-date records must be kept available at all times. Such records must include programs, lesson plans, assessment records, class lists, timetables etc.
These records must be readily accessible to the Principal, Deputy Principal, Head of Department or teacher in charge of the subject, or any teacher who has to take over a class and who would need to know what has been done and what has already been planned.
11. Course outlines should include aims, methods and materials to be used and assessment procedures. Provision should be made for evaluation, comments during and at the completion of the course. Course outlines should be shown to the Head of Department who will check them and forward them to the Deputy Curriculum at the beginning of each term or semester.
12. Encourage the students' interest and independence in their subjects.
13. Encourage full participation by all members of the class. Treat the class as individuals and also as a group.

D. Day to Day Routine

1. Attend to all requirements and duties. These will be made known to you at Staff Meetings, by notices on the board or by photocopied notices distributed to the staff.
2. Arrive at school by 8.15am. Attend to any special arrangements for the day and if you are a form teacher be in your form room before 8.40am to be accessible to your students.
3. Staff are required to go to the Staff Room before school and at recess to collect messages, to read the notice board and to hear any notices given by the Principal, program coordinators or other Staff
4. Remain on the School premises at all times throughout the day (8.15am – 3.30pm), unless notification has been given to the Administration.

E. Discipline

1. All staff are responsible for maintaining good discipline in the classroom, within all buildings, the grounds, on outings and at camps. Staff should encourage, expect and require good manners, courtesy and thoughtfulness at all times and in all situations.
2. Staff should remain aware that they provide behaviour models for the students.
3. Standards of discipline and classroom management should be in keeping with the overall policy and ethos of the school.